

**SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD  
MEETING MINUTES  
Civic Center Library Board Room  
September 17, 2003**

**Members Present:** Judith Crider, Chair  
David Berry  
Lee Durning  
Jerry Hargitt  
Camille Schmidt  
Linda Tardie

**Absent:** Nancy Walker (excused)

**Others Present:** Bill Exham, Community Services Manager  
Aimee Fifarek, Library Technology Supervisor  
Mary Johnson, Library Operations Manager  
Sharyn Pennington, Library Operations Coordinator  
Bill Pillow, Public Services Manager  
Debbie Tang, Library Manager, Special Projects/Facilities  
Mary Warner, Administrative Secretary

**Guests:** Don Penfield, Community Services Advisor  
Charlie Deans, Principal of "Planners Ink" Consulting Firm

**Call to Order**

Mrs. Crider called the meeting to order at 3:30 p.m.

**Approval of Minutes**

Mrs. Crider asked for a motion to approve the minutes of the June 18, 2003 meeting. Mr. Berry noted an error in the draft of the minutes. In the Special Revenue Account Report section, the sentence containing "April.....expenditures were \$12,194.90" should read "May.....expenditures were \$12,194.26." The correction was noted. Mrs. Crider then asked for a motion to approve the corrected minutes. Mr. Hargitt so moved; Mr. Berry seconded, and the motion carried 5-0.

**Library Staff Reports of Current Events (A.R.S. 38/431.02 (K))**

*Revised Facilities Master Plan Presentation –*

*Don Penfield, Community Services Advisor*

*Charlie Deans, Planners Ink*

Mr. Penfield reviewed that the City of Scottsdale Facilities Master Plan was a guideline to be used when planning for the future needs of our citizens. He thanked Library Board member Jerry Hargitt for participating on the Master Plan Steering Committee that helped evaluate the library system's current status and project future needs.

Mr. Deans summarized the findings and data contained in the final draft of the Plan, including a recommendation for the size and location of future library facilities. Mr. Penfield and Mr. Deans then answered questions. Mr. Penfield said that he would return for the October 2003 Library Board meeting, would answer any remaining questions and ask the Board to consider a vote of recommendation to the City Council at that time.

***Monthly Statistical Report – Sharyn Pennington***

	<u>August 2002</u>	<u>August 2003</u>	<u>% Change</u>
Library Collection		769,263	
Items Circulated	168,817	163,932	-2.9%
Attendance	131,130	110,186	-16%
Volunteer Hours		2,469	

***Special Revenue Account Report – Sharyn Pennington***

The Gift & Memorial Trust Account received \$100 for the month; expenses were \$1,000. In the Library Book Sale Special Revenue Account, August income from sales was \$11,613.16 and expenditures were \$3,866.89.

***Library Director's Report – Rita Hamilton***

Ms. Hamilton introduced the new Library Technology Supervisor, Aimee Fifarek, to the Board and explained that Aimee will be leading the Systems Team.

Ms. Hamilton reported the successful negotiation with Scottsdale Unified School District to reinstate their funding for one Library Aide position at each of our two shared-use facilities (Arabian and Palomino libraries). This eliminates the need to cut back library services at those branches.

On September 8, Scottsdale City Council gave budget authorization and approval of the contract for the proposed Teen Center design to Wendell Burnette Architects, Ms. Hamilton reported. To date, the Library and Friends of the Library have raised funding of \$70,000 and written grant proposals for \$105,000. The current Teen Center fundraising goal is \$326,000.

Ms. Hamilton reported that the lobby at Mustang Library is closed for renovation and ADA compliance upgrades to the restroom and lobby doors. The entrance should be reopened by the end of September and the renovations completed by mid-October.

*Customer Feedback "How'd We Do?" Report – Rita Hamilton*

Ms. Hamilton explained that since the revised borrowing schedule for new materials went into effect on July 1, .02% of library patrons voiced concerns. The goal of reducing new book checkout time to increase circulation was successful, and more books are reaching more borrowers in less time. As more new videos and DVDs are purchased and made available, the number of comments has been decreasing. The Board commended library staff for the respect toward library patrons that is reflected in the response letters to the How'd We Do? comments.

**Items Requiring Board Action**

*Expenditures*

September 2003	Adult Programming--year long	\$	2,000
	Computer discs for resale	\$	500
	Library Marketing	\$	2,000
	Book drop @ Chrysalis Center	\$	850
	Volunteer -Book Corral Merchandise (FY03/04)	\$	4,000
	Volunteer Special Book Sales (FY03/04)	\$	500
	Hearts & Flowers Volunteer Appreciation Luncheon	\$	7,500
	Replacement projector for CCL auditorium	\$	4,000
	Palomino Library - Projector	\$	3,500
<b>September Total</b>			<b>\$ 24,850</b>

Upon Board review of the expenditures, Mr. Hargitt moved to approve the September 2003 expenditures. Mr. Durning seconded and the motion carried 6-0.

**Informational Items**

*Announcements/Issues for Future Discussion*

Ms. Hamilton distributed an information sheet on business services provided by the Library and told the Board this subject would be discussed at the October meeting.

**Adjournment**

There being no further business, Mrs. Crider called for a motion to adjourn. Mr. Durning so moved, Mr. Berry seconded, and the September Library Advisory Board meeting was adjourned at 5:15 p.m.

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Mary Warner, Administrative Secretary